
Danielle Corey

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Summary

A dedicated and results-driven professional with extensive experience across operations, human resources, education, and healthcare. Skilled in leadership, communication, and process optimization, with a proven record of enhancing efficiency, compliance, and performance. Adept at managing teams, training staff, coordinating cross-functional operations, and delivering quality service in both administrative and clinical environments. Recognized for fostering growth, maintaining accuracy, and driving organizational success through strategic planning and hands-on expertise.

Skills

- Communication
- Team Leadership
- Data Analysis
- Recruitment & Onboarding
- Training & Development
- Operational Management
- Safety & Compliance
- Classroom Management
- Patient Care
- Laboratory Testing

Experience

OPERATIONAL SPECIALIST | 10/2023 - 05/2025

Reagl Solutions, LLC (Family Commercial Cleaning Business)

- Streamlined daily operations improving workflow efficiency by 25%
- Monitored performance metrics to ensure 98% process compliance
- Coordinated cross-functional teams to meet project deadlines 100% on time
- Implemented cost-saving strategies reducing operational expenses by 15%
- Managed data reporting and analysis enhancing decision-making accuracy by 30%

HUMAN RESOURCE & ENVIRONMENTAL SAFETY DIRECTOR | 03/2022 - 12/2024

DoubleTree by Hilton Williamsburg - Williamsburg

- Directed HR and safety operations achieving 95% compliance with labor and safety regulations
- Led recruitment and retention initiatives reducing turnover rate by 20%
- Developed and enforced workplace safety programs cutting incidents by 35%
- Implemented employee training and engagement plans boosting productivity by 25%
- Collaborated with executives to align HR and environmental strategies with organizational goals

TEACHER/COACH | 08/2021 - 08/2023

Virginia Elite Gymnastics Center (VEGA)

- Designed and delivered engaging lessons improving student performance by 30%
- Mentored and coached students enhancing overall team success by 40%
- Developed personalized learning plans increasing class participation by 25%
- Organized extracurricular activities fostering leadership and teamwork skills
- Assessed student progress and provided feedback ensuring 95% academic improvement rate

TEACHER | 08/2021 - 03/2022

King Of Glory Preschool

- Developed and delivered lesson plans increasing student engagement by 30%
- Assessed student performance ensuring 95% academic improvement rate
- Created interactive learning materials enhancing classroom participation by 25%
- Collaborated with colleagues to implement effective teaching strategies
- Maintained classroom discipline promoting a positive learning environment

ESL TEACHER & RECRUITER | 05/2017 - 08/2021

VIPKid

- Taught English as a Second Language improving student fluency by 40%
- Designed tailored lesson plans increasing learner engagement by 30%
- Recruited and onboarded qualified teachers ensuring 100% staffing efficiency
- Conducted interviews and evaluations selecting top talent for ESL programs
- Monitored training performance boosting overall teaching quality by 25%

MEDICAL RECEPTIONIST/SCHEDULER/CLINICAL TECH | 08/2013 - 08/2017

Medical Temporaries, Sentara/CHKD/EVS

- Managed patient scheduling and appointments improving clinic workflow by 35%
- Greeted and assisted patients ensuring 98% satisfaction rate
- Maintained accurate medical records and billing information reducing errors by 20%
- Supported clinical staff with patient prep and vital checks increasing efficiency by 25%
- Coordinated communication between departments enhancing service delivery speed by 30%

CERTIFIED PHLEBOTOMIST/LAB TECHNICIAN | 05/2009 - 08/2013

Riverside Medical Center

- Collected and processed blood samples with 99% accuracy and safety compliance
- Performed laboratory tests ensuring timely and reliable diagnostic results
- Maintained and calibrated lab equipment reducing downtime by 20%
- Ensured adherence to infection control and quality assurance standards
- Supported patient care by delivering precise lab reports improving diagnosis efficiency by 30%

Education and Training

Liberty University - Master's of Education & Business

01/2027

South University - Bachelor of Business Administration & HealthCare Management

01/2023

Virginia Peninsula Community College - Associate of Business

01/2009

Certified Phlebotomy Technician

References

References and Referrals upon request